

Posting:	#07-07
Posting Type:	Internal & Open Announcement
Closing Date:	Wednesday, April 18, 2007 at 5:00 pm
Starting Wage:	\$8.00/hour Full Time Position to work up to 480 hours
Application Procedures:	Interested individuals are encouraged to apply by submitting a Brookings County application to Human Resources ♦ Brookings County Courthouse ♦ 314 6th Avenue ♦ Brookings, SD 57006.

POSITION TITLE	Summer Administrative Assistant
GRADE	Non-Graded
FLSA STATUS	Non-Exempt
REPORTS TO	Commission Assistant and/or his or her designee

DESCRIPTION OF WORK

General Statement of Duties

This position is responsible for assisting the Commission/HR office with general office duties including digitizing public records into a document imaging system.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Assists with administrative duties as directed to include: preparing reports, creating word processing documents, designing publications, completing data entry, completing surveys, filing, answering the phone, greeting the public, answering questions from departments and the public.
- Assists with document imaging of public records including minutes, agendas, agreements, resolutions and other documents.
- Attends meetings and training sessions as directed.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive and professional relationships with the general public and other employees.
- Performs other such duties as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Knowledge and skill in the use of computer programs to include: Microsoft Word, Excel, Internet, and Email.
- Demonstrated written and oral communication skills, excellent organization skills and attention to detail.
- Ability to problem solve and multi-task.
- Extensive knowledge of modern office practices, procedures and equipment including computers, scanner, calculator, fax machine, copy machine, etc.
- Ability to understand and follow written and verbal instructions quickly and accurately.
- Ability to develop and maintain positive relationships with the general public and other employees.

Education

Graduation from high school or GED.

Experience

1 year general office experience preferred.

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.